



Class Visit at the Aurora Town Public Library

Complete this form to have your request for a class visit submitted to the Aurora Town Public Library staff. Class visits are on a first come, first serve basis. In case we cannot accommodate your first choice of date and time, please give us a second and third choice. e-Mail your completed form to eau@buffalolib.org or drop off at the Library on 550 Main Street East Aurora, NY. If you have any questions, please call (716) 652-4440 during regular business hours. Once the form is received, a librarian will be in contact to confirm details.

School/Organization Name

School/Organization Address

Contact Name

Contact Email

Contact Person's Phone Number (for Day of the Event)

Secondary Contact Person

Secondary Contact Person's e-mail

Secondary Contact Person's Phone Number (for Day of Event)

Grade Group (Pre-K – 12th)

Number of Children

Number of Adult Chaperones

Number of Adult Classes

Type of Visit – Choose All That Apply (Specify Theme/Topic Below)

- ☐ Book Care / Library Manners
- ☐ Building Tour
- ☐ Stories
- ☐ Research / Databases
- ☐ Other Library Instruction

Activity – Please Select One (Optional)

- ☐ Hands-On Arts and Crafts
- ☐ Hands-On STEM
- ☐ Location Skills: Scavenger Hunt

Date – 1st Choice

Arrival Time – 1st Choice

Departure Time – 1st Choice

Date – 2nd Choice

Arrival Time – 2nd Choice

Departure Time – 2nd Choice

Date – 3rd Choice

Arrival Time – 3rd Choice

Departure Time – 3rd Choice

Set Up / Clean Up Time(s)

Place to Park (If There Is a Cost, Please Specify)

Place of Entry to Building or Venue

Any Security Measures of Which We Should Be Aware (Do We Need to Bring ID. Etc.)

Targeted Age Group(s)

Number of Anticipated Attendees

Is There Wi-Fi We Can Connect to?

Do You Want Us to Bring Library Card Applications?

Will There Be A Table And Chairs Provided?

Is the Event Out-Doors?

If Inside is There: Heat? Or A/C?

Are There any Extras You Want at the Event Besides Flyers and Information?

Is This a Tabling Only Event or Do You Want a Presentation?

Is the Event Free?

Is the Event Open to the Public?

Do you have any questions?